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5 April 1950

MEMORANDUM FOR ALL HANDS, D/FE

From: Chief, D/FE

SUBJECT: Reorganization of Intelligence Activities, D/FE

Refs: (a) Organization and Functions of CIA, 1 January 1949  
(b) ORE Operating Procedure Order No. 6, 9 November 1949

Encl: (A) Chart of D/FE Organization for Intelligence Operations

1. Effective 6 April 1950, D/FE intelligence activities will be organized to conform to the enclosed chart. The essential features of the reorganization is to establish an Estimates Staff, which will have primary responsibility for the production of National Intelligence Estimates, and to assign to the Area Branches primary responsibility for activities in support of National Intelligence Estimates production, for other Staff Intelligence production, and for current intelligence production. Missions of these principal operating components are set out more precisely in paragraph 3, below. The allocation of projects within D/FE will be within the general framework of missions but based on the merits of the individual case. For operational purposes, the Editorial Staff will be considered a part of the Office of the Division Chief and that Office will perform functions largely as at present.

2. The physical moves involved in personnel and space assignments (covered in paragraphs 4 and 5, below) will commence on the morning of Thursday, 6 April 1950. During the week 6 to 12 April, particular attention will be given to the transfer of duties.

3. The missions of the principal components of D/FE from the standpoint of intelligence operations are:

A. Office of the Division Chief

In the field of intelligence activities (as distinguished from administrative activities which are not considered here), the Division Chief, with the support of his immediate staff, is responsible to AD/ORE for the reliability and adequacy of all intelligence production of D/FE. This task will be performed:

1. Internally, by control and coordination of divisional effort through

- a. Policy decisions
- b. Procedural controls
- c. Production review
  - 1) Editorial
  - 2) Substantive

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2. Externally, by coordination and representation (at equal and higher levels).

B. Estimates Staff

Production of national intelligence estimates.

1. Advance production planning

- a. Long range plans for regional coverage
- b. Programming  
Continued regional review of national intelligence estimates program
- c. Scheduling

2. Requirements

Identification of information requirements for guidance of Area Branches.

3. Project production

- a. Project analysis and organization
- b. Preparation of specific requirements for contributions of Area Branches, other ORE components, or producing components of the IAC agencies.
- c. Interpretation, substantive composition, coordination (ORE and IAC).

A. Area Branches

1. Reporting

- 1/2. Current reporting  
Selective reporting of significant current items (self initiated or required).

- 2/3. Special reporting
- a) Research reports and intelligence notes prepared specifically for the support of estimate production.
  - b) National intelligence reports, miscellaneous research reports, staff studies.
  - c) Analysis essential to reporting activities. This involves:
    - d) Collection
      - a) De-briefings
      - b) Research activity and guidance
      - c) Formulation of field collection guides and requirements

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2) Collation

3) Evaluation

a) Application of general technique to all reports

b) Formal evaluation of specific field reports - as directed.

c) Coordination

A continuing requirement within CIA and its components and with IAC opposite numbers for the purpose of:

1) Facilitating exchange of ideas and information;

2) Guiding intelligence research and analysis for the area.

d)

Production planning  
Continuing review of the estimates production program from the Area viewpoint to insure adequate coverage.

4. Personnel of the Division are assigned as follows (names in parentheses indicate individuals on order but not yet present for duty):

A. Office of the Division Chief

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